



OPEN EXAMINATION ANNOUNCEMENT
OPEN SPOT – SACRAMENTO/LOS ANGELES ONLY

SENIOR MECHANICAL ENGINEER

Salary Range: \$7,371 – 8,955

Final Filing Date: September 24, 2008

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION, OR PREGNANCY.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is an OPEN examination for the Office of Statewide Health Planning & Development (OSHPD). Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

State Examination and/or Employment Applications (Form 678) are available on the Internet at www.spb.ca.gov or upon request from the OSHPD Exam Unit, and may be filed in person or by mail. Résumés alone will not be accepted.

EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED. Submit completed application to:

**Office of Statewide Health Planning & Development
Human Resources Office
Attention: Exam Unit
400 R Street- Suite 364
Sacramento, CA 95811-6213**

If you have questions concerning this examination please contact:

Mike Sexton at **(916) 326-3272**

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification when required to appear for the examination.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements or other reasonable accommodation, mark the box in question #2 on page 1 of the application. You will be contacted in advance to ensure that proper accommodations are made. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the OSHPD Human Resources Office at (916) 326-3272.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read and understood and do possess the qualifications required.

Applications/résumés **MUST** contain the following information: **“to” and “from” dates (month/day/year), time base, hours per week, and civil service class title(s) and range, if applicable. Applications received without this information may be rejected.**

If an examination requires or accepts education, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. The same applies for question #14 (valid licenses, certificates, etc.). **Applicant must provide a copy of the course work or degree at the time of filing.** If this information is not included (unless education is not needed), the application will be declined and a notice will be mailed to the applicant asking for this information by a determined deadline date. **Applicants who are hired from this employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approved foreign transcript evaluation agency before they may be used for credentialing purposes.

**MINIMUM
QUALIFICATIONS**

Experience: Five years of professional mechanical engineering experience, at least two years of which shall have been in design and inspection work in several of the fields discussed in "TYPICAL TASKS" below, and comparable in responsibility to that of an Associate Mechanical Engineer in the California state service

and

Education: Equivalent to graduation from college with major work in mechanical engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

TYPICAL TASK

Plans, organizes, assigns and checks work, gives instructions and assistance, evaluates performance, and makes technical decisions in connection with the supervision of the work of a group of designers and drafting technicians engaged in making complete designs, construction drawings, and specifications of major mechanical installations, such as heating and air-conditioning, ventilation, refrigeration, plumbing, sewage collection systems, water supply and water purification systems, drainage systems, and steam generating plants; writes technical specifications; checks drawings and makes cost estimates of mechanical systems; makes detailed inspections of construction operations in the field; makes independent surveys covering installation, repair, and recommended improvements to mechanical systems; coordinates the work of engineers and contractors; dictates correspondence and prepares reports.

THE POSITION

Under general direction, to perform the more difficult work and to supervise mechanical engineering design, drafting, and inspection work involved in the design and construction of complete State hospitals and institutions, office buildings, and industrial plants; and to do other related work.

POSITIONS EXIST IN SACRAMENTO AND LOS ANGELES ONLY.

EXAMINATION INFORMATION	<p>QUALIFICATIONS APPRAISAL PANEL STRUCTURED INTERVIEW WEIGHTED 100%</p> <p>This examination will consist of a Qualifications Appraisal Panel (QAP) structured interview, weighted 100%. The QAP structured interview will consist of a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70 must be attained. It is anticipated that the QAP structured interviews will be held in October or November, 2008.</p> <p>NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in filling out his or her application accurately and completely. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70 must be attained.</p>
SCOPE	<p>Emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. <u>Knowledge of:</u></p> <ol style="list-style-type: none">1. Design of plans, specifications, and estimates for heating, ventilating, air-conditioning, refrigeration, plumbing, sanitary, water, water purification, drainage systems and steam generating plants in common use2. Hydraulics pertaining to the design of water systems, pressure tanks, sewer systems, and other similar installations3. Various codes and safety orders and regulations governing the design and installation of mechanical equipment, including electric motors4. Electrical engineering as applied to motors in connection with air-conditioning, refrigeration, and blower systems <p>B. <u>Ability to:</u></p> <ol style="list-style-type: none">1. Make field inspections and surveys and prepare reports and make recommendations2. Check drawings and specifications3. Establish and maintain cooperative relations with those contacted in the work4. Analyze situations accurately and adopt an effective course of action5. Dictate correspondence and prepare reports
ELIGIBLE LIST INFORMATION	<p>An OPEN list will be established for OSHPD. This list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.</p>
VETERANS PREFERENCE CREDITS	<p>Veterans Preference Credits will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>
CONFIDENTIALITY / SECURITY	<p>Pursuant to Government Code Sections 19680-19682, it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being disqualified from competing in the rest of the examination, barred from participating in future examinations, removed from other employment lists on which he or she already has eligibility, and/or subject to criminal charges.</p>

General Information

If the candidate's notice of Qualifications Appraisal Panel exam appointment or performance test fails to reach him/her prior to the day of the exam due to verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, at local offices of the Employment Development Department, from the OSHPD Exam Unit, or on the Internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Office of Statewide Health Planning & Development (OSHPD) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with the civil service laws and rules and all competitors will be notified.

Examination Locations: The QAP test will be given in Sacramento and Los Angeles only.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others, as well as a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:

From TDD phones 1-800-735-2929

Voice 1-800-735-2922